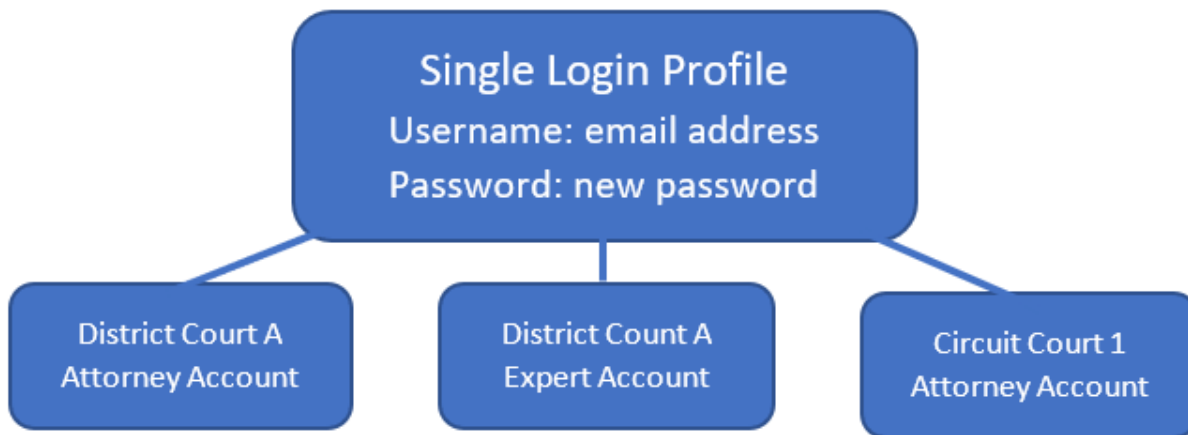


Create a Single Login Profile

Overview

eVoucher version 6.4 introduced single login profiles for all users. Attorney and expert users of the system that may have more than one eVoucher account, in the same or different courts, may now link to and access those accounts with their email address and a password. Having a Single Login Profile eliminates the need to keep track of separate usernames and passwords for each eVoucher court account.

Example:



IMPORTANT: The email address on the Single Login Profile must belong to the person accessing eVoucher and must be unique.

Create a Single Login Profile

Follow the steps below to create a Single Login Profile. This process will only need to be completed once.

Step Action

Step	Action
1	Visit the eVoucher site for the district or circuit in which you already have an eVoucher account. On the login page, type your email address in the Email Address field and click Next .



CJA eVoucher - Texas Western District Court
TSD NV1 - Release 6.4.0.0

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

Email Address



Next

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

2

Type the **Username** and **Password** for your existing eVoucher account for the court site accessed in step 1 to link it to your new Single Login Profile. Click **Next**.

Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

Username



Password



[Forgot your password?](#)

Next

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3

Provide your name, confirm your email address, and select and answer three security questions. Three different questions and unique answers, at least three characters in length, must be selected. When finished, click **Next**.

IMPORTANT: The email address on the Single Login Profile is used only for logging in to eVoucher. It does not affect and is not related to email addresses on your court profile that are used when receiving email messages from eVoucher.

Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.

If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

First name

Middle name

Last name

Suffix

Email address

Confirm email address

Security Questions

Select three security questions and enter your answers.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

When you click Next, we will send an email with a link to confirm your email address.

4

A message will be displayed and an email message will be sent to the address provided for the Single Login Profile.

Important: The link in the email message is only valid for 15 minutes.

i Check your email

An email has been sent to sample.atty@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

IMPORTANT: The link provided in the email is only valid for 15 minutes and can only be accessed one time.

5

Check your email and click the **confirm your email address** link.

The screenshot shows an email titled "Login Profile Email Verification - Sample Atty" with an "Inbox x" label. The email content is as follows:

Dear Sample Atty,

Thanks for setting up your eVoucher single login profile. Please click on the link to [confirm your email address](#).

This link will be valid for 15 minutes, and can only be used once. You will use this email address and the new password you are about to set to login to eVoucher from now on.

Regards,
US Courts

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

The US Courts.

A red arrow points to the "confirm your email address" link in the email body.

6

Type a password that meets the password criteria in the **Enter Password** and **Verify Password** fields.

Enter password

Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password

Next

Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

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7

A success message will be displayed..

Success!

You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.

Next

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8

You will be taken to your **Home** page. Below is an example of the Home page for an attorney.

Note: This court and Home page will be designated as your default court. To change your default court after linking additional eVoucher court accounts, see the topics titled Link Additional eVoucher Court Accounts and Change your Default Court.

An official website of the United States government

CJA eVoucher - Texas Western District Court
TSD NV1 - Release 6.4.0.0
Sample Attorney (Attorney)

Welcome, Sample Attorney

Home Operations Reports Links Help Sign out

Home

My Active Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

My Proposed Assignments

Defendant

All cases have been currently assigned

No data

Appointments' List

Appointments	Defendant
Case: 1:17-CR-00053-SS-ML Defendant #: 5 Case Title: USA v. Portillo-Gonzalez Attorney: Sample Attorney	Defendant: Nicholas S. Wosinski Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 02/08/17 Pres. Judge: Joel Smith Adm./Mag Judge: Neil P. Siretriv
Case: 1:15-CR-00250-LY-AWA Defendant #: 6 Case Title: USA v. Megyesi Attorney: Sample Attorney	Defendant: Israel Herrera-Pulido Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 09/30/15 Pres. Judge: Victoria Lozano Adm./Mag Judge: Carlos W. Der-Yoghayan

Page 1 of 1 (2 Items)

My Submitted Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

My Service Provider's Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

Closed Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
1:17-CR-00053-SS-ML Date: 08/16/2017 Date: 08/17/2017	Nicholas S. Wosinski (F 5)	CJA-30 Sample Attorney	Voucher Closed Paid 08/16/2017 FINAL PAYMENT	09/06/2017 Claimed Amount: 8,773.66 Approved Amount: 8,704.06

Page 1 of 1 (1 Items)